

Fire Plan and Evacuation Drill Guidelines

TABLE 405.2 FIRE AND EVACUATION DRILL FREQUENCY AND PARTICIPATION		
GROUP OR OCCUPANCY	FREQUENCY	PARTICIPATION
Group A	Quarterly	Employees
Group B ^a	Three Annually	All occupants
Group B ^c	Two Annually	All occupants
Group E ^a	Monthly ^a	All occupants
Group I	Quarterly on each shift	Employees ^b
Group R-1	Quarterly on each shift	Employees
Group R-2 ^a	Four Annually	All occupants
Group R-4	Quarterly on each shift	Employees ^b

- a. Applicable to Group B or Group R-2 college or university facilities and Group E occupancies, in conformance with section 408.3
- b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training; fire prevention and fire safety practices shall be included as part of the training program.
- c. Applicable when any of the following conditions are met:
 1. An occupied floor is more than 75 feet above the lowest level of fire department vehicle access.
 2. The building is occupied by more than 500 persons.
 3. There are more than 100 occupants below the lowest level of fire department vehicle access or above the highest level of fire department vehicle access.

405.5 Record Keeping. Records shall be maintained of required emergency evacuation drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants evacuated.
6. Special conditions simulated.
7. Problems encountered.
8. Weather conditions when occupants were evacuated.
9. Time required to accomplish complete evacuation.

404.3.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. 1.Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. 2.Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.